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RAB F20

Approved For Release 1999/09/07 : CIA-RDP74-00005R000200060017-9

15 March 1972

MEMORANDUM FOR: Printing Services Division

SUBJECT : Revisions to "Correspondence - Style & Procedure Guide"

1. The Correspondence - Style & Procedure Guide as revised is attached. Although we feel the corrections are clear in themselves, we wish to call to your attention the following:

- a. The 1955 and 1965 originals of this Guide were destroyed, therefore, we have attached 2 copies for you to use in stripping in the corrections for this 1972 revision.
- b. Chapters all start on right hand pages, the Sections are continued one after another but each is started on a new page.
- c. The cover has been revised and pages i and iii in the front of the book have been re-typed to bring them up to date.
- d. All Regulatory System references at the top of each page are to be deleted. This has been approved by [REDACTED] Chief, Regulations Control Branch.
- e. Section D, Chapter II pages 31-34 have been updated with text as well as a new Exhibit 5. This Exhibit will be reduced to fit on an 8 x 10 $\frac{1}{2}$  page and will contain the 4 forms. Pages 31 and 33 contain "Notes", and these will be set in 8 point Bold caps and lower case.
- f. Section C, Chapter III pages 41 thru 50 have been deleted and replaced with a one-page explanation. There is no need to repaginate as we have covered this in our explanation page.
- g. The latest editions of forms have been attached for pages 59 thru 68.
- h. The Appendix A on page 89 has been updated.

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2. New artwork is attached for the cover. The cover, front and back, will be printed on Antique Laid Blue X-5061.

3. The Cover and each page will carry the classification ~~CONFIDENTIAL~~ top and bottom.

4. Any further clarification of the corrections will be handled by [REDACTED] on extension 2468.

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CIA Records Administration Officer

Attachment:  
Revised Guide

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DDS/SSS/RAB [REDACTED]: dd (15 March 72)

Took to PSD and discussed revisions. [REDACTED] to do the update. Called Joyce in O/L (2147) and suggested she order copies of the US Govt Corres Manual for the supply rooms. Our guide refers to the Govt Manual and should be used in conjunction with it. Joyce said she would order 300 copies.

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RD 3/16/72

also

Sent a copy of the Corres Guide to [REDACTED] with all the changes we proposed. He and [REDACTED] are interested in the updated Guide.

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3/29 Brought the proofs back from PSD for review. Several corrections to be made RD

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